



UNITED STATES SMALL BUSINESS ADMINISTRATION

COMMERCIAL LOAN SERVICING CENTER

801 R Street, Suite 101

Fresno, California 93721-2365

800-347-0922 Phone 202-481-0483 FAX

Date:

REFERENCE: SBA Loan Number:

Borrower Name:

Dear Lender:

Thank you for informing the SBA that the above-referenced loan has been erroneously reported as Paid in Full (PIF). The SBA can consider reversing the PIF status of the loan back to regular servicing provided you certify in writing to the following items:

(If any of the items below require more space, please attach a separate sheet)

| | <u>Yes</u> | <u>No</u> | <u>CONDITION:</u> |
|--|--|-----------|---|
| 1. | _____ | _____ | Is the loan current? If No, explain. |
| 2. | _____ | _____ | Has the guaranty fee been paid? If No, explain. |
| 3. | _____ | _____ | Has the loan been reported on all subsequent 1502 monthly reports since the incorrect PIF status entry? If No, explain. |
| 4. | _____ | _____ | Has the lender paid the monthly servicing fees since the date of the incorrect PIF status? If No, explain. |
| 5. | _____ | _____ | Can you certify that there has been no default? If No, explain. |
| 6. | _____ | _____ | Does lender have any knowledge that an adverse change is imminent?* |
| | | | If Yes, explain. |
| <i>*The determination as to whether there has been any adverse change must be as a result of an analysis of the financial condition of the business based on current financial statements as well as an analysis of the borrower's compliance with the authorization or loan agreement and a review of any changes that have occurred including changes to the organization, management, operations of the business, assets of the borrower(s) and guarantor(s).</i> | | | |
| 7 | Current loan balance: \$ _____ | | |
| 8 | Explain what caused the mistake or inadvertent PIF reporting: _____ | | |
| 9 | Intended maturity date, should the reinstatement be approved: _____ | | |

Certified by:

Name (print): _____ Date: _____

Name (signature): _____ Phone: _____

Title: _____ Fax: _____

You are encouraged to refer to Standard Operating Procedure (SOP) 50 57, Chapter 4, Paragraph F for further information.

Respond to all items above. An incomplete and/or unsigned response will not be processed. Once completed, you may mail, email fsc.servicing@sba.gov or fax 202-481-0483 your request. Should you have any questions, please contact the Servicing Department at 800-347-0922.